
Glossary

Accounting System and Financial Capability Questionnaire (OJP Form 1720/1): Required form for grantees that are nongovernmental entities and that have not had a recent grant with OJP.

Activities: Efforts to be conducted to achieve the identified objectives. A number of activities may be needed to achieve each objective (e.g., coordinate development and delivery of a multi-disciplinary, multiagency program of parenting education for parents of elementary and middle school youth).

Allowable Costs: Those costs identified in Office of Management and Budget circulars on cost principles and in ONDCP legislation. In addition, costs must be reasonable, allowable, and necessary to the project and must comply with the funding statute requirements.

Assurances and Certifications: Applicants are required to review and accept the Assurances and Certifications using OJP's Grants Management System. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct. The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the "Accept" button at the bottom of the screen.

ATOD: Acronym for alcohol, tobacco, and other drugs.

Baseline: The level of behavior or the score on a test that is recorded before an intervention is provided or services are delivered.

Budget Detail Worksheet: Form that breaks down into explicit terms the costs associated

with the project. It must show how the applicant arrived at the total amount of the requested award and the supporting dollar-for-dollar match. Worksheet should be accompanied by a Budget Narrative.

Budget Narrative: Written statement that supports the content of the Budget Detail Worksheet and provides justification for all proposed costs. (The Sample Budget Detail Worksheet posted on the Drug-Free Communities Web site (ojjdp.ncjrs.org/dfcs) includes the Budget Narrative within the body of the Worksheet.)

Center for Substance Abuse Prevention (CSAP): CSAP provides national leadership in the Federal effort to prevent alcohol, tobacco, and illicit drug problems. CSAP oversees the Centers for the Application of Prevention Technology, which provides training and technical assistance to Drug-Free Communities Support Program grantees.

Coalition: Comprises one or more representatives of the following categories: youth; parents; businesses; media; schools; organizations serving youth; law enforcement; religious or fraternal organizations; civic or volunteer groups; health care professionals; State, local, or tribal government agencies with expertise in the field of substance abuse (including, if applicable, the State authority with primary authority for substance abuse); and other organizations involved in reducing substance abuse.

Community: People with a common interest living in a defined area. For the purposes of this grant, the coalition may define its community as a neighborhood, town, part of a county, county, or regional area.

Disclosure of Lobbying Activities (Standard Form LLL): Required form signifying that payment has been made to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. (This form is not required if there are no lobbying activities to disclose.)

Expected Outcomes: The intended or anticipated results of carrying out program activities. There may be short-term, intermediate, and long-term outcomes.

◆ **Short term.**

- ❖ Participation in the development and delivery by agency leaders.
- ❖ Development of the multidisciplinary, multiagency program.
- ❖ Delivery of the multidisciplinary, multi-agency program.
- ❖ Completion of the program by elementary and middle school youth.

◆ **Intermediate.**

- ❖ Increase in understanding of risks of substance use.

◆ **Long term.**

- ❖ Increase in understanding of risks of substance use.
- ❖ Increase in perception of harm.
- ❖ Delay in the onset of alcohol use among youth.

Financial Review: Review by the Office of Justice Programs, Office of the Comptroller

(OC), to determine whether the budgeted costs presented in an application are reasonable and allowable and adhere to the cost principles outlined in OMB circulars A-2, A-87, and A-122. A Financial Review is performed after the Director of ONDCP and the administrator of OJJDP have decided to fund an applicant's project.

Goal: A broad statement of what the coalition project is intended to accomplish (e.g., delay in the onset of substance abuse among youth).

Impact Evaluation: Evaluation that examines the extent of the broad, ultimate effects of the project, i.e., did youth drug use decrease in the target area?

In-Kind Match: Something of value received other than money, such as donated time and effort, real and nonexpendable personal property, and goods and services. (A dollar-for-dollar match is required for the Drug-Free Communities Support Program.)

Letter of Intent: Letter submitted to the Alcohol and Drug State Authority stating that the applicant intends to apply for a Drug-Free Communities Support Program grant. This is a mechanism for the State to ensure the legitimacy of the local coalition.

Logic Model: A comprehensive and sequential method of moving from defining needs to developing goals, objectives, activities, and outcome measures. The Logic Model shows the link between each component. The goal is often built around the ultimate impact that is sought by the program. The objectives are often built around the risk and protective factors. The activities then may indicate several interventions.

Memorandum of Understanding (MOU): Agreement that demonstrates the intent of two or more entities to fulfill commitments that are

critical to the implementation of the Drug-Free Communities Support Program projects. An outline of the services to be provided along with the roles and responsibilities of the entities must be included.

Multisector: More than one agency or institution working together.

Multistrategy: More than one prevention strategy, such as information dissemination, skill building, use of alternative approaches to substance abuse reduction, social policy development, and environmental approaches, working with each other to produce a comprehensive plan.

Nonprofit: An organization described under section 501(c)(3) of the Internal Revenue Code of 1986 that is exempt from taxation under 501(a) of the Internal Revenue Code of 1986.

Objectives: What is to be accomplished during a specific period of time to move toward achievement of a goal, expressed in specific measurable terms. There may be numerous objectives for each goal identified (e.g., to increase the number of youth in elementary and middle school who perceive use of substances as a moderate or great risk by 20 percent within 3 years).

Office of Juvenile Justice and Delinquency Prevention (OJJDP): OJJDP provides national leadership, coordination, and resources to prevent juvenile victimization and to respond appropriately to juvenile delinquency. The agency accomplishes this by developing and implementing prevention programs and supporting a juvenile justice system that protects the public, holds juvenile offenders accountable, and provides treatment and rehabilitative services based on the needs of each individual juvenile. OJJDP is administering the Drug-Free Communities Support Program for ONDCP through an interagency agreement.

Office of National Drug Control Policy (ONDCP): ONDCP establishes policies, priorities, and objectives for the Nation's drug control program. The goals of the program are to reduce illicit drug use, manufacturing, and trafficking; drug-related crime and violence; and drug-related health consequences. The Drug-Free Communities Support Program is directed by ONDCP.

Outcome Evaluation: Evaluation that describes the extent of the immediate effects of project components, including what changes occurred, e.g., measuring youth's knowledge of the dangers of drugs following their participation in an alcohol and drug curriculum.

Peer Review Panel: Group composed of three or more experts selected to review, evaluate, and make recommendations on applications submitted in response to a competitive program announcement.

Privacy Certificate: Guidelines to determine whether applicants conducting research or statistical activities must submit a statement ensuring that they have appropriate procedures in place to protect the confidentiality of data identifiable to private persons.

Privacy Certificate Attachment: Addition to Privacy Certificate and Face Sheet detailing procedures for protecting the confidentiality of data identifiable to private persons.

Privacy Certificate Face Sheet: Required form for applicants conducting the type of research identified under Privacy Certificate.

Process Evaluation: Evaluation that describes and documents what was actually done, how much, when, for whom, and by whom during the course of the project.

Program Narrative: Text that addresses the specific criteria and/or application requirements of the program announcement, illustrates how the proposed project identifies and will resolve problems in the community, and fully describes the expected design and implementation of the proposed program.

Protective Factors: Those factors that increase an individual's ability to resist the use and abuse of drugs, e.g., strong family bonds, external support system, and problem-solving skills.

Related Efforts: Under the Coordination of Federal Efforts requirement, related efforts are those efforts that may supplement, expand, complement, or continue activities funded with other Federal grants; constitute another phase or component of the project or program; or provide services (e.g., technical assistance).

Resiliency Factors: Personal traits that allow children to survive and grow into healthy, productive adults in spite of having experienced negative/traumatic experiences and high-risk environments.

Risk Factors: Those factors that increase an individual's vulnerability to drug use and

abuse, e.g., academic failure, negative social influences, and favorable parental or peer attitudes toward or involvement with drugs or alcohol.

Standard Form (SF) 424: Required form containing 18 data fields; serves as the cover sheet for Federal applications. (The Catalog of Federal Domestic Assistance number—box 10—for the Drug-Free Communities Support Program is 16.729.) In addition to the name and phone number of the contact person, applicants should include fax number and e-mail address in box 5. This form is completed online.

State Single Point of Contact (SPOC): Required for State and local units of government or other organizations providing services within a State, if one exists within the applicant's State and if this program has been selected for review by the State. Applicants are required to complete box 16 on the SF 424 to signify compliance with SPOC requirements, under Executive Order 12372, if one exists.

Target Group: Persons, organizations, communities, or other types of groups that the project is intended to reach.